

BOARD OF NATIONAL MISSIONS
OF THE PRESBYTERIAN CHURCH
IN THE UNITED STATES OF AMERICA

and

THE BOARD OF AMERICAN MISSIONS
OF THE UNITED PRESBYTERIAN CHURCH
OF NORTH AMERICA

PRESBYTERIAN NATIONAL MISSIONS

UNITED PRESBYTERIAN CHURCH IN THE UNITED STATES OF AMERICA

156 FIFTH AVENUE, NEW YORK 10, N. Y.

ALGONQUIN 5-5000

To the Sessions
of the Presbyterian Churches
in Alaska

Dear Brethren:

Requests have come from several sources that the plan of support for workers appointed by the Department of Work in Alaska for service in the church program be set forth in writing so that all of the churches will be informed concerning the conditions involved and be prepared to participate with the Board of National Missions in them. Churches may be said to be self-supporting when they fulfill or exceed all of these conditions on their own responsibility:

Salaries for fully trained, ordained ministers begin at the minimum of \$4000.- plus an appropriate upward adjustment for cost of living in different parts of Alaska. Salaries for those not fully prepared and/or not ordained or single are on a lower level. The employer's portion of pension premiums and one month of vacation after eleven months of service are included.

Manses which are furnished with furniture and basic equipment for house-keeping are included. Heat and utilities are not normally included. Where heat and/or utilities are provided, their value may be considered a part of the basic salary compensation.

Travel to and from the field: Travel from the 48 states is provided for the worker and family from point of origin to the field of service plus the full cost of 200 lbs. extra freight for each person, and one-half the cost of all freight above this allowance. The other half is paid by the worker. After four years of service (three in the Arctic) full travel is paid from the field of service to the home of husband or wife or single worker.

Travel on the field: Travel expense on the local field, for service to the field, shall be provided as authorized in advance.

Automobiles: Where the use of a car is essential to effective service, it shall be owned by the worker. One-half of the cost of purchase, depreciation, or replacement shall be provided and the other half shall be the responsibility of the worker.

Furlough: After four years of service on the field (three in the Arctic), workers from the 48 states are entitled to extend the regular month of vacation to four months for visits to their families and supporting churches. During this time, full base salary shall be paid and provision shall be made to supply the field during the furlough. As this is written, consideration is being given to a two months' vacation "outside" after two years of service with no transportation provided to the states, but full transportation for the return to Alaska (which is equivalent to one-half of the four months and round-trip fare).

Financial responsibility of the Alaska Churches: The Board of National Missions takes the responsibility of undergirding or assuring a basic support to the workers who are appointed by the Department of Work in Alaska. Since funds for this purpose are given for the general mission of the church by other congregations, it is felt that every congregation in Alaska should give to its greatest financial ability toward the full support of its worker. Funds from the gifts of other congregations shall be used to support their workers in the above plan.

Congregations are expected to participate in every part of the total plan according to their ability. To that end, participation in every part of it should be included in the annual budget and giving of every church. For instance, if the congregation pays one-half of the salary, then they will be asked to provide:

1. One-half of the total cost of travel and freight for the missionary-pastor and family from point of origin to the field.
2. One-half of the total cost of the round-trip travel for furlough for the missionary-pastor and family.
3. One-half of the total salary during furlough.
4. One-half of the total salary and travel of a supply minister during the missionary-pastor's furlough.
5. One-half of the total net cost of car purchase, depreciation, or replacement.

Since furlough travel and supply and car replacement do not come every year but require a considerable sum when they do come, it is recommended that the average annual amount for these be placed in the budget each year so that funds will be available for the church's part in these when they do occur.

If the church can assume only one-fourth of the salary, then one-fourth of these other items should be included in the budget; if the church can assume three-fourths of the salary, then three fourths of these items should be included, etc.

An increasing portion of these items should be assumed each year until the local church takes all of them and thus becomes self-supporting and more able to help other churches and missions provide trained Christian leadership. The Department of Work in Alaska is ready to help every church face its responsibility in these things, to help secure workers and supplies and complete all arrangements for a full, effective, and continuous ministry in every field.

Sincerely yours,

J. Earl Jackman, Secretary
Dept. of Work in Alaska

JEJ:FK

General Qualifications
For Missionary-Pastors in Alaska

1. A genuine love for and devotion to Christ.
2. A true missionary evangelistic spirit with a redemptive message for people in Alaska.
3. A warm Christian affection for all kinds of people, regardless of numbers, race, or conditions.
4. A strong faith that God through Christ by the Holy Spirit is able to overcome any evil and redeem lives.
5. A willingness to accept people of all ages as and where they are, and a winsomeness to lead them from evil to Christ.
6. An ability to work with one's hands, alone or with others.
7. An ability to adjust to all kinds of rugged conditions, physical and spiritual, live as a Christian through them, and rise above them.
8. An ability to identify oneself with the best interests of a community and guide the people to higher economic, social, educational, medical, and spiritual levels of life.
9. An acceptable preacher, teacher, pastor, and program builder.
10. The faith of Abraham and Moses in a strange land, the wisdom of Solomon, the patience of Job, the ruggedness of John the Baptist, the love and devotion of Christ, the perseverance of Paul, the vision of John.
11. A sense of humor and devotion great enough to recognize the necessity of these qualifications and feel the call of God to serve in Alaska wherever your talents will fit best.

If you feel God has called you to serve in Alaska contact:

Dr. Laurence W. Lange, Secretary, Department of Personnel
or

Dr. J. Earl Jackman, Secretary, Department of Work in Alaska

156 Fifth Avenue
New York 10, N. Y.

OUR ALASKAN MINISTRY

It is the purpose of the Board of National Missions in the territory of Alaska to present the Gospel of Christ to all people, to inspire them to become believers in and followers of Christ and to associate themselves together for Christian fellowship, service, and the extension of the Gospel in their own communities and to the uttermost parts of the earth.

Toward this end the program of each church shall be built upon these few basic principles:

1. Bible Study and Preaching:

- a. Bible Study: In order to know God's love for us, the work of Christ in saving us, and the guidance of the Holy Spirit in leading us there shall be an intimate continuous study of the Bible as the Word of God.
- b. Preaching: Every message shall be Christ-centered and shall in a direct or indirect manner point people to God through Christ. Frequently opportunity shall be given for people to respond to an invitation to accept Christ.

2. Prayer: Abundant use shall be made of prayer in private and public as a means of fellowship with God and a source of Divine Power to lead to and strengthen people in Christ.
3. Christian Education: There shall be an intensive program of Christian Education using Presbyterian standards, program and materials to lead people of all ages to grow in grace and knowledge of Christ to perfect manhood.
4. Pastoral Ministry: "A homegoing pastor makes a churchgoing people." Every missionary-pastor shall take an active personal interest in every individual and family in the congregation (and community) for the purpose of Christian service to the end that each will feel that the service of the church through the missionary is an indispensable part of his life.
5. Church Program: As far as possible the program of each local church shall include the full program of the Presbyterian Church, which includes all regular Sunday and mid-week services; regular administration of the sacraments; reception, cultivation and dismissal of members; regular meetings of all officers; a program of activity for children, youth, young adults, men and women; weekday and vacation Bible school; cultivation of missionary interest, activity and giving; adoption of a budget and an Every Member Canvass; observance of special days during the year; representation in the higher courts of the church; full support of the National and World plans and programs of the church. While our churches are organized and carry the program of the Presbyterian USA denomination it is also recognized, by agreement with other cooperating denominations, that we have a responsibility for a ministry in the communities

assigned only to us which will include a welcome and a place in the program for people who may want to retain their membership in their own denominational churches.

6. Evangelism: Christians reach their greatest joy in leading others to Christ. Constant personal effort shall be made by the missionary to lead others to accept Christ as the Saviour and Way of Life and to guide and encourage members of the church to lead others to Him.
7. Stewardship: A Christian begins to reach maturity when he recognizes his whole life as a gift from God to be used as God directs. All that he is and has comes from God and he shall be led to give himself to God's service. Lives shall be challenged for full-time Christian service. All Christians shall be led to give a portion of their time, energy, and money beginning with a tenth, directly to advance the cause of Christ at home and abroad.
8. A Strong Church: There shall be a teaching program on the beliefs, government and work of the Presbyterian Church. Our people shall be encouraged to assume local responsibility and develop their leadership abilities toward a strong, loyal local church and cooperate with other churches toward a Christian community.
9. Community Life: In every town the church has a responsibility to participate in the building of a better community. We shall cooperate with public agencies, help with good cultural developments and seek to provide leadership and facilities for a Christian social program where there are no proper facilities or leadership for good recreation.
10. Church Cooperation: With loyalty to our own church and program, full cooperation shall be given other evangelical churches in order to eliminate duplication with the same people and to extend the ministry of Christ to all people.

Our ministry in Alaska stems from the great commission of Christ. The promise of His presence is still with us and His power is immediately available to us when we fulfill the conditions which allow it to operate. Knowing that God's grace is sufficient for every need, we dedicate ourselves in full to His service, under the guidance of the Board of National Missions of the Presbyterian Church in the USA, in faith believing that He can and will use us to lead the people of Alaska to Christ.

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Rev.: 2/56
6/21/56

J. Earl Jackman, Secretary
Department of Work in Alaska

Conditions of Service in Alaska
Department of Work in Alaska

The general Personnel and Policy rules of the Board apply to service in Alaska. The following will supplement and emphasize the general rules:

Service Goal: It is the purpose of the Board of National Missions:

1. To provide an adequate support for a modest but comfortable standard of living for its missionaries.
2. To encourage local groups to assume as much of their own support as possible, applying to the Board only for a grant sufficient to supplement their own efforts to assure an aggressive program and to provide a basic salary and manse for the mission workers.

Salary: The general salary policies of the Board, including manse furnished with basic articles of furniture, participation in the Pension Plan, and one month's vacation, will apply for full-time service for all workers in Alaska. This basic standard will be supplemented by an added differential of \$600. for married and \$300. for single workers in southeastern Alaska, and \$900. for married and \$450. for single workers in the Interior and Arctic Coast of Alaska.

Length of Service: Appointments for service in Alaska are made without a specified length of time. The Board and the missionary reserve the right to terminate the agreement of service at any time upon six months written notice.

Furlough: After satisfactory service of four years (three years on the Arctic Coast) the missionary from the United States may have a furlough from the field. The regular month's vacation may be extended to four months (six months for service on the Arctic Coast). The Board will assume the necessary cost of travel for the family (husband, wife and dependent children) if not provided from some other source, by the shortest route and lowest cost transportation to the home of the missionary or wife and will be responsible for the basic salary provision (without cost of living differential) while in the States. One-fourth of the furlough period may be claimed by the Board for promotional purposes. If the missionary does not return to Alaska, the furlough will be limited to the time needed for rest and reemployment but no longer than a four months' period.

Presbyteries are requested to cooperate with the Board and the missionaries in electing commissioners to the General Assembly in connection with regular furloughs in the United States.

Travel Expenses: The Board will pay for the transportation of a minister and his family (husband, wife, and dependent children) from the point of origin in the United States to the point of service in Alaska by the shortest route and lowest cost transportation. A moderate allowance will be made for hotel, meals, and transportation of baggage enroute. Full freight charges will be paid on excess baggage of 200 lbs. per person. Beyond this allowance the Board will pay one-half of the freight. In case a missionary from the United States returns to the States before a furlough is due, the Board will pay that portion of furlough and return expense which is represented in the relation of the time served to the service required for full furlough and round-trip expense (i.e. two years' service means two months' furlough, and no return expense; three years' service, three months' furlough and one-half return expense).

The Board will pay the travelling expenses for transfers in the Territory which it initiates. Special consideration will be given toward sharing the cost of emergency transportation in connection with medical needs or deaths in families.

Relations to Self-supporting Churches: The Board encourages every church to assume as much of its own support as possible. A church becomes self-supporting when it becomes responsible for all of its own expenses including all the items of the Conditions of Service in Alaska. Until this is accomplished, the Board will assume responsibility with the church and Presbytery for providing and supporting the missionary-pastor, care of the property and supervision of the church program in proportion to the ability of the church and the Board to make such provision. When the church becomes self-supporting, the Board is still ready and willing to offer counsel, help in the selection of a pastor and render any other possible service which may be needed or desired.

Finances and Reports: Salaries of workers along the Arctic Coast will be adjusted in accordance with provision for station maintenance by the Board (housing and fuel, but not food or personal items). The order for the year's supplies should be in the Board's office by April 1st each year for the purchase in Seattle, Washington, and summer shipping. Food and personal supplies may be added to the order and the Board will pay the freight. The cost of the personal supplies will be prorated and withheld from the monthly salary payments during the following budget year. The Board will not be responsible for supplies purchased in any other way except by special arrangements with the office.

The salary of the missionary will be paid by the mission and/or the Board of National Missions. The local mission will be expected to pay as much as it is able, and the Board will supplement this amount to bring the salary up to the established level. The local mission will be expected to share with the Board in the travel and furlough provisions in proportion to its part of the salary. The monthly amount which the Board pays will be forwarded early each month so that it will arrive before the end of the month.

The missionary shall make out a monthly report in quadruplicate covering the activities of the church and missionary for the preceding month and requesting the portion of salary from the Board for the current month. The report shall include a statement of receipts and expenditures and a narrative concerning problems and progress during the period covered. By the 10th of each month, the original shall be mailed to the Department of Work in Alaska, and the first copy to the Assistant Secretary in Alaska, the second copy to the Chairman of National Missions in the Presbytery; the third copy shall be retained by the missionary. Regular payment of salary depends upon the regular receipt of monthly reports and vouchers. If reports and vouchers are delayed more than one month, salary checks will not be forwarded.

It is a rule of the Board that no full-time employee shall engage in any other remunerative employment. Any exception to this rule must be by special arrangement and special permission of the Board.

All monies received by missionaries for services rendered while under Board employment shall be forwarded to the office of the Board as Field Receipts, except that Christmas gifts, wedding, funeral, or baptismal fees (the latter two of which should be discouraged) are considered personal gifts.

Resignations and Transfers: Normally a six months notice of termination of service shall be given by the missionary or the Board, but in the case of an emergency such as an acute health problem or dissatisfaction in relations on the field, the missionary and the Board reserve the right to terminate their agreement within thirty days with a due recognition of adjusted furlough or transportation provisions. Whenever a missionary transfers from one station to another in Alaska, his agreement will not be affected if the transfer is made with the mutual consent of the missionary, the Presbytery, and the Board. If the transfer is made without this consent, the agreement with the Board shall be cancelled.

JEJ:FK

Latest revision 11/1954

J. Earl Jackman, Secretary
Department of Work in Alaska

DEPARTMENT OF WORK IN ALASKA

AUTOMOBILE OWNERSHIP, DEPRECIATION AND EXPENSE FOR USE

Automobiles which are owned by the Board of National Missions shall be used only in National Missions service. Since most cars in the possession of individual missionaries on the field are used by them for personal as well as National Missions and local church service, the Board prefers that the cars shall be owned and insured by the individuals who shall be personally responsible for them. The Board and the local church will endeavor as far as funds are available, to make a contribution toward replacement and use which represents the use of the cars in National Missions and local church service.

CAR OWNERSHIP

At present the Board is endeavoring to provide or to secure and provide one-half the cost of the cars which are used for personal and National Missions service. On this basis one-half of the annual cost of insurance may be charged to the expense allowance of the missionary from the Board and the church.

CAR USE AND REPAIRS

National Missions and/or local church funds should provide for the current cost of operating cars for National Missions and/or local church service, and individuals should bear the cost of the use of the cars for personal use. Since two-thirds or more of the use of the cars is in missionary and local church service, the cost of replacement of tires and repairs on bills of \$20. or more, shall be divided with the missionary in that proportion (two-thirds National Missions and local church and one-third the missionary) and may be charged to allowance for car use. For those using cars in smaller areas with no inter-city connections, the division should be three-fourths Board and one-fourth missionary.

FIELD RECEIPTS RELATED TO CAR USE

Where National Missions is underwriting the cost of car use for service to outpost missions, offerings and/or contributions for this service shall be forwarded to the headquarters office with the monthly reports (where the amount of this is small it shall be forwarded at the end of each quarter) and the cost of the trips shall be added to the regular expense voucher for car use.

EXECUTIVE SERVICE

Provision for car use in executive service shall be on the basis of an approved mileage allowance which will include all National Missions responsibility for depreciation, insurance and use.

BOARD OF NATIONAL MISSIONS

156 Fifth Avenue, New York 10, N. Y.

Date

To Board Workers Employing Labor for
Building and Repairs, etc.

Paragraph #1

Will you kindly remember that the United States Treasury Department requires that withholding tax be deducted from all wages or salary payments unless certificate indicates otherwise. In any case, an Employee's Withholding Exemption Certificate (Form W-4) must be filed with the Board where a payment is made to an employee for services performed. The Board acts as the Government's agent in withholding from its employees.

* * *

Paragraph #2

In reporting expenditures for labor by an employee, it is necessary to indicate the basis on which he or she was paid (that is, by the week, or day, etc.) and the amount of tax withheld; the computing of said withholding tax (if any) being made from Income Tax Withholding Table issued by the Internal Revenue Service of the U. S. Treasury Department.

* * *

Paragraph #3

Should an individual contract with you to do a job and does not come under the classification of "employee", he being his own boss, then he will be an exception to the above regulations and may be paid the full amount of the contract agreement, it being understood that he does his own reporting to the Government, and the withholding for his employees, if any.

* * *

If you will follow the above procedure in reporting wages, it will enable the Board to keep complete records for the Government's invertigators.

From Office of the Treasurer